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Personnel

ABSENCE AND LEAVE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-815, 5 September 2002, is supplemented as follows:

- 1.2.1. The Civilian Personnel Officer is designated to fulfill these responsibilities.
- 2.10.1.4. The following officials are designated as approval authority for exigencies causing cancellation of leave:
 - 2.10.1.4.1. (Added) USTRANSCOM employees – Directors or Direct Reporting Element Chiefs.
 - 2.10.1.4.2. (Added) HQ AMC employees – Directors.
 - 2.10.1.4.3. (Added) AFCA employees – Directors.
 - 2.10.1.4.4. (Added) 932 AW employees – Commander.
 - 2.10.1.4.5. (Added) 375 AW employees – Civilian Personnel Officer.
 - 2.10.1.4.6. (Added) All other Tenant units – Unit Commanders/Chiefs.
- 2.10.2. A request for approval of an exigency will not be submitted after the end of the leave year.
- 2.10.2.5. The designated official renders a decision and returns the request to the originating supervisor for transmittal to the employee, along with a copy to the Civilian Personnel Flight.
- 2.10.3. Requests for restoration of leave must be submitted within two pay periods of the loss of annual leave.
- 4.4. Who Approves LWOP.** The Civilian Personnel Officer is the designated approval authority for extensions of leave without pay (LWOP) beyond 1 year.
- 9.2. Administrative Procedures.** The Civilian Personnel Officer is designated to establish appropriate internal procedures to approve/disapprove the receipt of transferred annual leave for the Voluntary Leave Transfer Program (VLTP).

9.5. Approving Official's Responsibilities. The Civilian Personnel Officer is designated to approve all applications under the VLTP.

9.7.1. The Civilian Personnel Officer is designated to approve any waiver limitations under the VLTP.

9.7.2. The Civilian Personnel Officer is designated to approve any waiver limitations under the VLTP.

BARBARA J. FAULKENBERRY, Colonel, USAF
Commander